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25 October 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:


Director of Information Services

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SUBJECT: OIS Weekly Report (18 - 24 October 1984)

A. PROGRESS ON ACTION ITEMS

1. TRIS Development. Members of the TRIS Development Team and the Agency's Top Secret Control Officer (TSCO) from the Information Resources Management Division (IRMD) met with representatives from the Directorate of Operations Information Management Staff (IMS/DO) to discuss conversion into TRIS of certain information on the DO's collection of Top Secret collateral documents. The procedures the DO now uses would prevent conversion. The DO's centralized collection of TS collateral documents also was discussed. IRMD explained the negative impact this large collection would have on the efficiency of TRIS and offered suggestions on how to minimize this problem. The DO agreed and is optimistic that something can be worked out to satisfy both TRIS and IMS/DO needs.

2. TS Collateral Documents. The Agency's TSCO met with the TSCO from the Office of Current Production and Policy Support (OCPAS) to discuss the use of annuitants to help locate the 1,200 unaccounted for TS collateral documents that are charged to OCPAS. The two TSCOs also discussed procedures for searching for this unaccounted for material. One retired Office of Personnel careerist has joined IRMD this week to begin the effort. Several other annuitants will be hired by OIS to work on this general problem.

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C O N F I D E N T I A L

3. Ames Building ISC. The Ames Building Information Services Center (ISC) began providing limited registry support to two elements of the Intelligence Community Staff that moved into the building over the weekend--the Security Committee and Community Counterintelligence Staff. A third element--the SIGINT Committee--will move to Ames Building later this year and will require full registry support. Arrangements are being made with the Office of Communications to install a DACOM facsimile device to service these components. ISC will also assume responsibility for mail deliveries to Ames Building tenants on 29 October when the Mail and Courier Branch, Office of Logistics, transfers the building courier to the staff of Ames ISC.

4. Machine Readable Records. A representative from IRMD reviewed the system documentation manuals for the biweekly payroll, the non-official cover payroll, and the CIARDS payroll computer systems in order to prepare a comprehensive payroll item for the Office of Finance's machine readable records schedule. Discussions were also held with personnel from the Office of Data Processing (ODP) concerning the retention of payroll tapes, interfaces and interaction of the payroll system with other automated systems, and a listing of all input into the payroll system. ODP personnel, working on the Corporate Database, have been gathering data similar to that required for machine-readable records. Further discussions are planned to review the Corporate Database information and to share data of mutual interest. ☐

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5. Movable Shelving. Personnel from the Lundie-Myers Installation Industries began repairing the rails on two sections of movable shelving on the second floor of the Agency Archives and Records Center (AARC). The project, which will take almost two weeks to complete, involves replacing the rails on which the shelving is mounted. When this work is completed, the railings on all 22 sections of movable shelving at the Records Center will have been replaced. Further to the matter of movable shelving, representatives from the Baltimore Office of the U.S. Army Corps of Engineers visited AARC on 25 October to examine the facility in preparation for installing new movable shelving in nine sections on the first floor and to study the feasibility of installing movable shelving on the remainder of the first floor. ☐

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B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. OSS Records. IMS/DO has reported that the third increment of permanent OSS records, consisting of 255 cubic feet, is ready for transfer to the National Archives and Records Service (NARS). Some of these records include: material from the Washington Communications Office, censorship and documents branch files, accounting logs for documents, miscellaneous administrative records of the Washington/Pacific coast office, OSS New York/London office records, and New York/and field station records. A total of 14 cubic feet of records from this collection is being withheld because of continued classification and sensitivity.

2. Declassification/Reclassification. Reviewing officers from the Classification and Review Division (CRD) visited the Washington National Records Center (WNRC) to scan the material in 16 archives boxes where NARS personnel found a CIA document that may have been incorrectly declassified. The CRD reviewers went through ten of the 16 boxes and found only one additional document that may have been erroneously declassified. This document contains what appears to be the annual CIG budget figure and how much of the budget was in unvouchered funds. It has been sent to the DO for re-review and comment on possible reclassification action.

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